



DEFENSE LOGISTICS AGENCY  
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PHILADELPHIA, PENNSYLVANIA 19111-5092

IN REPLY  
REFER TO

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OCT 21 2002

**SUBJECT: Paper Quotations Under Simplified Acquisition Threshold  
Solicitations No Longer Acceptable**

Dear DSCP General & Industrial Directorate Supplier:

The implementation of the Defense Industrial Supply Center Electronic Bulletin Board (DISC EBB) in 1994 began the process of streamlining acquisitions under Part 13 of the Federal Acquisition Regulation (FAR Part 13). Deployment of the EBB resulted in the acceleration of Requests For Quotations (RFQs) to our contracting community, and in the publicizing of our requirements to a broader segment of the community than was possible under previous methods of solicitation. DSCP has replaced the EBB with the Procurement Gateway and Internet Quoting System (IQS). We appreciate the patience and support you have shown during the period of transition in which some faults in the systems had to be resolved.

Approximately one year after initial implementation of the DISC EBB, the contracting community was informed that, commencing in May of 1995, DISC contracting officers would consider only electronically submitted quotations in response to electronically issued RFQs (i.e. quotations containing the alpha designator, "T," at the ninth digit of the RFQ number). Under that procedure, which endured until the conversion of the EBB to IQS, hard paper or fax quotations were not acceptable in response to "T" solicitations. Unfortunately, due to various systems and web browser incompatibilities, many vendors were unable to access IQS, and the prohibition against hard paper and fax quotations was suspended pending resolution of those problems.

Over the period of the last year and a half, the Procurement Gateway and IQS have proved to be robust, reliable and secure systems for the solicitation and submission of quotations for purposes of FAR Part 13 acquisitions. ***Therefore, except for those instances set forth below, effective December 1, 2002, for solicitations issued under the simplified acquisition threshold of \$100,000.00, the DSCP General & Industrial Directorate contracting officers will consider only quotations submitted electronically via IQS, or Electronic Data Interchange (EDI) using a Value Added Network (VAN).*** This process essentially is identical to the quoting requirements implemented for the Procurement Automated Contract Evaluation (PACE) system in December of 2001.

Vendors can submit PACE quotes and non-PACE quotes via EDI and the 843 transaction set, as well as IQS. For complete PACE Policy and Procedures go to:  
**<http://progate.daps.mil/home/include/help/PACerev3.pdf>**. If submitting quotes through a

VAN, vendors must use an EDI Value Added Network (VAN) which has demonstrated the ability to provide a correct and complete EDI Version 3050 transaction that includes the required answers to Clause FAR 52.213-9004 found at:

<http://saso.dscp.dla.mil/ipu/acquisition/pe/edi/bigclauseanswers.htm>.

Hard copy (paper) or fax quotations or documentation will be considered ***ONLY IN THE FOLLOWING EXCEPTIONAL INSTANCES:***

1. RFQs for which the DSCP Buyer has specifically indicated that hard paper or fax copy quotations will be considered.
2. RFQs under which the DSCP Buyer has indicated that oral quotations are requested. In such instances, written or fax confirmation of the oral quotation may be requested.
3. Attachments to quotations for part numbered items, such as technical data packages for "alternate part numbered items," and traceability documentation for "exact products." However, the quotation itself must be submitted electronically, unless it otherwise falls within one of the exceptions of this paragraph.
4. Free material. Although we do not solicit free material, we recognize the fact that, in some instances, a tender of free material is administratively more economical or feasible than the submission of an electronic quotation.
5. Quotations from Original Equipment Manufacturers (OEMs) for "sole source parts." This exception acknowledges that (i) many of our primary sources for OEM, sole source part numbered items do not have a sufficiently large volume of business with DSCP to warrant their signing onto, and reviewing the Procurement Gateway for DSCP's requirements, and (ii) the OEM for which DSCP has a parts requirement might be one of the many OEMs who have established special secure quoting systems with one or more of the Military Services. In such instances the use of the electronic system will serve only to delay the acquisition.
6. Periods during which contingency plans have been invoked because of extended systems failures, including but not limited to, failures due to (i) local systems problems, (ii) worldwide web shutdowns due to virus attacks, or (iii) widespread natural or man-made disasters that affect systems access. In these instances, the RFQ will authorize the submission of hard copy paper or fax quotations, or one or more of the following may be invoked:
  - a. For short term, planned systems maintenance, (less than 24 hours on weekdays, or 72 hours on weekends (Saturday and Sunday), instructions will be published on the Procurement Gateway or on the DSCP IQS Home Page.
  - b. For short term, local Procurement Gateway or IQS problems, when World Wide Web and DSCP Web Site are still available, instructions will be published at <http://www.dscp.dla.mil/gi/general/Emergency%20Network%20Notification.htm>
  - c. For widespread World Wide Web access problems, notice will be emailed to the email account cited in the Gateway User Profile. It is the responsibility of the vendor to ensure

that the email address in the Gateway User Profile is accurate. Otherwise, we cannot guarantee that you will receive any Gateway email notices.

- d. For total regional or national internet failure, telephone call 1-215-737-0700 for an automated recording, and if applicable, a listing of available fax numbers.

***Direct Benefits of the Requirement for Electronic Submission of Quotations:***

1. Any problem of "lost quotations," whether occasional or frequent, attendant to the submission of paper or fax quotations will be eliminated or reduced.
2. Reassignment of Purchase Requests to different Buyers will no longer affect the flow of quotations to the newly assigned Buyer. The flow of quotations will electronically follow the Purchase Request.
3. Pre-award administrative lead-time will be significantly reduced, thus allowing quoters to track the acquisition process more readily.

Any hard copy quotation submitted on or after December 1, 2002, whether via facsimile transmission, the United States Postal System, Federal Express, United Parcel Service, or other carrier, will be disregarded, unless it meets one of the preceding exceptions. It will not be logged in, it will not be entered into the IQS, nor will it be returned to the sender. The procedure is designed to streamline the acquisition process and to eliminate or reduce the administrative costs attendant to the processing of hard copy paper. The process will save not only taxpayer dollars, but will benefit the contracting community by eliminating or reducing the time, effort and money associated with the mailing or faxing of paper quotations.

Thank you for being a valued supplier to DSCP, and for partnering with us in our efforts to realize the full potential of the technological advancements in the acquisition process that work for our mutual benefit. Questions regarding registration and the use of the Internet Quoting System (IQS) can be sent to [iqs@dscp.dla.mil](mailto:iqs@dscp.dla.mil). Questions regarding EDI can be sent to [edi@dscp.dla.mil](mailto:edi@dscp.dla.mil).

Sincerely,



PHILIP LILLER, Col, USAF

Director

General & Industrial Directorate